

Regional Regranting FY09 Program Guidelines

Table of Contents

Getting Started.....	2
Review Criteria.....	11
Application Instructions.....	14
Attachments.....	17
Mailing Instructions.....	19
Budget definitions.....	21
Sample Itemization.....	24

IMPORTANT NOTICE

**Applicants to the Regional Regranting Program must use
the MCACA on-line applications form.**

**Please go to www.michigan.gov/arts for log on information
or directly to
mcaca.egrant.net -- (no www)**

Similar guidelines are available for all other MCACA programs from our website, as well as our general guidelines. If you require additional information, please contact MCACA staff.

Other MCACA Programs:

Local Art Agencies and Services
Anchor Organizations
Capital Improvements Projects
Arts Projects
Partnerships
Arts and Learning

MCACA

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Getting Started . . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
 - Establishing and facilitating communications networks
 - Increasing visibility and awareness of arts and culture
 - Supporting arts education
 - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information and forms to help qualified organizations apply for funding in the Regional Regranting Program. Applications are due June 1, 2008. Funding through this program supports, in part, the activities involved in servicing of the Regional Regranting Program, between October 1, 2008, and September 30, 2009.

An application fee of 3% of the requested amount, or \$300 (whichever is less) must accompany the application.

The Council's Regional Regranting program utilizes a network of nonprofit organizations to distribute small arts and cultural projects grants (Minigrants). Each organization, or Regional Regranting agency, operates within its own identified service area composed of one or more counties.

Getting Started

Thank you for your interest in applying to MCACA's Regional Regranting Program. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the state of Michigan can come to fruition.

NOTE: It is important that you read the MCACA publication “General Guidelines” for more detailed information on the application process and grant cycle, grantee requirements, general eligibility information, MCACA contacts and other program information.

Program Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government meet this criteria.)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2009 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Waiver Requests

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by April 16, 2008. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.



MCACA Regranting Regions

Applicant organizations must be based in the MCACA region that they are applying to serve. The regions identified by Council for the purpose of the Regional Regranting Program are:

Region 1--Wayne

Region 2--Oakland

Region 3--Macomb, St. Clair

Region 4--Livingston, Monroe, Washtenaw

Region 5--Genesee, Lapeer

Region 6--Clinton, Eaton, Ingham, Shiawassee

Region 7--Arenac, Bay, Midland, Saginaw

Region 8--Ionia, Lake, Montcalm, Kent, Mecosta, Newaygo, Osceola

Region 9--Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Region 10--Antrim, Kalkaska, Missaukee, Benzie, Leelanau, Wexford, Grand Traverse, Manistee

Region 11--Chippewa, Luce, Mackinac

Region 12--Alger, Dickinson, Menominee, Delta, Marquette, Schoolcraft

Region 13--Baraga, Houghton, Keweenaw, Gogebic, Iron, Ontonagon

Region 14--Allegan, Mason, Muskegon, Oceana, Ottawa

Region 15--Barry, Cass, St. Joseph, Berrien, Kalamazoo, Van Buren

Region 16--Branch, Hillsdale, Lenawee, Calhoun, Jackson

Region 17--Huron, Sanilac, Tuscola

Region 18--Clare, Gladwin, Gratiot, Isabella

Region 19--Alcona, Crawford, Iosco, Ogemaw, Oscoda, Roscommon

Program Outline

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts, and preserve our cultural heritage. It is the Council's expectation that projects funded through the Regional Regranting program will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan.
- Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan.
- Support activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural, and social relevance.
- Promote the career development of Michigan artists and assist them in the production of their work.
- Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations.
- Reach new audiences, spur local economies, increase audience access, diversity, size or participation in the arts and market and promote the arts.
- Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

Supported Projects

The Regional Regranting Services Grant Program is intended to support the above-stated goals of the Council in each region of the state. The Regional Regranting Program:

- decentralizes grants administration and maximizes service delivery efficiency through partnerships
- facilitates equitable geographic distribution of grant funding
- provides access to quality arts and cultural activities from broad, diverse, and new audiences
- furthers the involvement of underserved populations in arts and cultural activities

- develops leadership at the local level and creates a network of knowledgeable grants administrators

Program Functions

The Council contracts with Regional Regranting agencies to administer this program. Agencies are responsible for the implementation of all aspects of the program in their respective regions, and for participating with MCACA. Functions include:

- management of Council funding
- proactive cultivation of applications from all geographic and demographic areas of the region
- promotion and information dissemination
- distribution of Minigrant applications
- conducting grant workshops
- providing individual grant assistance consultancies (technical assistance)
- recruitment and orientation of panel review members
- application review and facilitation of panel meetings
- applicant notification, funding plan development, contracting, and final reporting
- evaluation of funding activities
- planning and record-keeping
- all reporting to the Council
- administrative participation in the program, including attending meetings with MCACA staff and others in the Regional Regranting Program
- developing local interest in and support of meaningful arts and cultural involvement
- providing local determination in the grants-making process
- providing simplified and often initial access to Council funding

Accountability

Accountability to Council includes:

- evidence of appropriate subgrantee contracts that adequately describe awardees' obligations to implement their Minigrant projects as approved by panel reviewers; credit of Council support; and report on their projects
- suitable contracting and payment processes
- sound evaluation of funded activities
- accurate, complete and timely reporting to Council
- Regranters' performance of regional regranting services for their region, in the program

Reporting

Regranters receive their regranting funds in incremental payments, one payment for each of the two annual minigrant rounds. To receive payment, regranters must provide the following for each minigrant round:

- a minigrant funding plan for the round (with both funded and not funded projects listed)
- the names, titles and a paragraph description of the qualifications of the minigrant panel reviewers

Getting Started

- copies of all minigrant application forms (funded and not funded) submitted for the round

After these materials are received in the Council's offices, a check is prepared in the amount of the total subgrantee minigrant awards listed in the round's funding plan, and is mailed to the regranter. Regranters must have received all of their subgrantees' minigrant final reports within 30 days of projects' completion, no later than October 31, 2009.

All regranting/distributing of funds for fiscal year 2009 must be completed by September 30, 2009. (No Council funding expended and no grant match accrued between 10/1/09 and 10/31/09). By November 30, 2009, each Regranter must provide their agency's regranting final report, which should include accomplishments and outcomes, workshop attendance/participation numbers, final budget, numbers of adults and children who benefitted from projects funded by minigrants made to their subgrantees and number of employees and new hires. Other items covered in the report include:

- information on program administration and statistics, a minigrant funding plan for the entire year with descriptions of minigrant projects and an administrative financial report
- all applicant minigrant files for the year
- all subgrantees' minigrant final reports for the year

Recipients of more than \$100,000 (in their Regranting award) must also submit an Interim Report. This report should include number of individuals who benefitted from the minigrants made to subgrantees, revenues and expenditures, matching information and narrative summary.

Funding Levels and Uses

Funding awarded for regranting is made on a year-to-year basis. For FY 09, the Regional Regranting applications will not be reviewed by a peer review panel.

Note: Funds are appropriated to MCACA on an annual basis and there is no guarantee of funding to any organization from year to year. Funding awarded for services (the services grant) is a percentage of the regranting award.

Funding may be used for:

- Salaries, wages, fees and honoraria
- Supplies, materials, posters, packaging, distribution
- Advertising, promotion, and other marketing expenses
- Grant workshops, meetings, application adjudication, reviewer identification and orientation
- Panel review meeting travel & expenses
- Processing of applications, contracts, payments, and reports
- Planning and technical assistance
- Mailing services, postage, telephone, utilities, copying, printing, and facilities' maintenance
- Rental costs
- Consultations, evaluation, and documentation

Funding may not be used for:

- Costs associated with the start-up of a new organization*
- Costs incurred prior to October 1, 2008*
- Fundraising activities*
- Projects that take place outside the state, foreign travel or out-of-state travel*
- Consultants who are members of an applicant's staff or board
- Payments to students
- Indirect costs (charges made by an organization to cover the management or handling of grant funds)*
- Operating costs not directly associated with the project*
- Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested*
- Purchase awards, cash prizes, scholarships*
- Contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*

*-These activities may not be included in the project budget.

Matching Funds

All Council programs require that the applicant supply a level of "matching funds," or funds available to them through other sources. Regranting Program applicants must match grant dollars on a 1:1 basis. Matching funds may be cash and/or inkind. Other State funds may not be used as matching funds, and applicants may not use the same matching funds in more than one project.

Regranted Funding, Restrictions and Match

MCACA funding may be subgranted to Michigan nonprofit organizations through Minigrants. Mini-grants are made by Regional Regrants for locally directed arts and cultural projects started after October 1, 2008 and completed by September 30, 2009. Regional Regranting Agencies may not apply or be funded through the Minigrant program for their own arts and cultural projects.

There are two minigrant rounds to which organizations may apply in a fiscal year. Organizations may be funded up to two times in a fiscal year (for different projects).

Minigrants provide up to \$4,000 per application, on a one-to-one matching basis, for locally developed, high quality arts and cultural projects that address community needs and increase public access to the arts.

Minigrants support a broad range of artistic and cultural expression from all cultures through projects that preserve, produce, or present the traditional or contemporary arts and culture.

Minigrants must be based on a competitive evaluation process that includes proposal adjudication by volunteer ad hoc panels representing the region geographically, demographically, and composed of reviewers with appropriate expertise.

Regranted funds must be used for no other purposes than those on page 7 (“Funding Levels and Uses”). In addition, Minigrants may not be used for identical project expenses that have been funded through other Council program grants.

Regranted funds awarded through Minigrants must be matched on a dollar-for-dollar (minimum) basis by subgrantees. This match may be made by cash, inkind, or a combination of the two. Minigrants must not exceed one-half of total project costs.

Regranters are required to offer two funding rounds:

Round 1- deadline August 1, for projects beginning October 1

Round 2- deadline February 1, for projects beginning April 1

Council Credit

Regranters must credit support by the Michigan Council for Arts and Cultural Affairs in all program publicity, media materials and contacts. If NEA funds are included as part of the regranteeing administration award, credit to the NEA and use of their logo is also required. Further, Regrantees must ensure that their subgrantees credit MCACA in all of their Minigrant publicity and media materials.

Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations,” includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990

(ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: "This activity is supported by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts." Section 3 of the Grant Agreement will indicate if NEA funds are included as part of your award.

Review Criteria

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 117 of 2007, Section 405 states that each grant recipient shall provide MCACA with the following:

- (a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the grant agreement period.
- (b) Within 30 days following the end of the grant agreement period, a final report that includes the following:
 - (i) Project revenues and expenditures including grant matching fund amounts.
 - (ii) Number of patrons attracted or benefiting during the grant period.
 - (iii) A narrative summary of each project and its outcome, including all of the following:
- (c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments recieved; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Review Criteria

Management--30 points

Is there clear evidence that the applicant organization **currently** has:

- competent human resources, including qualified management personnel with skills appropriate to effectively administer the program and an adequate number of trained employees and/or volunteer staff to effectively support the Regional Regranting Program?
- sufficient operating systems, including adequate working hours, satisfactory working space and all other material resources to accommodate administration of the program?
- a history of successful program management, including the Regional Regranting program or others similar in scope?

- sound business practices for adequate record keeping, planning, reporting, monitoring, financial management/ budgeting and other procedures that are necessary in administering the program?

Constituent Services and Regional Involvement--30 points

Is there clear evidence that the applicant organization has or is prepared to have

- a comprehensive publicity strategy that makes the program well known throughout the regional services area and includes reasonable efforts to reach as many eligible applicants as possible in the announcement process?
- a plan for proactive cultivation of eligible applications from each county in the Region (in the case of a single-county Region, reaching different neighborhoods, communities, or other geographic units within that county)?
- a plan for proactive cultivation of eligible applications representing appropriately diverse demographic groups and artistic disciplines of the Region?
- provisions for effective grant assistance workshops and individual assistance opportunities to facilitate the development of competitive applications?
- an understanding of, compatible mission with, and commitment to the relationship between the Council (MCACA), the Regional Regranting agency, and the subgrantee organizations of the Region?

Fair and Equitable Proposal Review----25 points

Is there clear evidence that the applicant organization has or is prepared to have:

- suitable criteria to determine, select, and rotate appropriate proposal review panel members that represent the geographic, demographic and artistic disciplines of the region?
- an effectively organized proposal review process, including furnishing reviewers with appropriate proposal evaluation materials and instruction, conducting orientation/instruction prior to proposal evaluation, and suitable review scheduling and site selection?
- processes for appropriate funding recommendations and decisions, including evidence of suitable documentation of reviewer discussion, recommendations and decisions, reviews and scores based on materials provided in each application and based on Council (MCACA) guidelines, and evidence of a reasonable relationship between proposal scores and funding recommendations?
- evidence that regranting program managers do not participate in the review process (except as facilitator) or advocate the funding of any applicant?
- evidence that an appropriate process is used to consider the fair distribution of grant funds among the geographic areas, arts disciplines and minority and underserved populations represented in the region?

Accountability and Reporting--15 points

Is there clear evidence that the applicant organization has or is prepared to have sound practices for:

- communication with subgrantees, including adequately describing awardees' obligations to implement their Minigrant projects as approved by panel members, report on their projects in a complete and timely manner and credit of the Council (MCACA)?
- contracting (including the above) and payment processes to subgrantees?
- monitoring, tracking and evaluation of funded activities?
- reporting to the Council (MCACA) in an accurate, complete and timely manner?

APPLICATION FORM INSTRUCTIONS

Note: If you are not currently a Regional Regranting agency, check with MCACA staff before applying.

Section 1: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

Federal Identification Number

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code--Describes Legal Status

This indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter that describes it.

Institution Code--This is used to identify the applicant organization.

Discipline Code ---This describes primary area of work for the applicant organization.

Grantee Race --- Select the statement that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

Section 2 --- Program Area

Choose the MCACA Program that you are applying to for state funding.

Section 3 --- Project Information

Choose the program category

Choose the program component

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title:

Enter the working title of the project

Application Form Instructions

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2008, through September 30, 2009.

Project Primary Discipline Code

Select the discipline that best describes the primary discipline of the project.

NOTE: If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded Dance. A training conference for performing arts presenter trustees should be coded Multidisciplinary.

Project Race/Ethnicity

Select the statement that best reflects the project activities: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed, choose that group.

Type of Activity Code

Choose the activity that is the best general description of what the organization is planning to do.

Project Primary County Code(s)

Enter the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education Code

An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should be coded 99.*

For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable.

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply.

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Section 4 --- Summary Information

The information should represent your projects and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Application Form Instructions

Employees

Enter the number of individuals who are employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Section 4b ----ADA Information

Enter the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Section 5: Projected Budget

Complete the budget, paying attention to the instructions on the application form as well as the budget definitions.

NOTE: A detailed itemization must be provided **as Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 24-25) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization.

Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA .

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization. **On the Expense page of the budget form, the "MCACA dollars" column is a portion of the cash expenses.**

Section 6--Economic Assessment

Complete this section following the instructions located at the top of the form.

Section 7---Required Attachments/Documents

The following attachments must be submitted with your application. For FY 09, not all attachments are required, unless there have been changes.

Attachment #1, Narrative

Attachment #2, Itemization

Attachment #3, Organizational History

Attachment #4, Governing Board --- Optional

Attachment #5, Project Director biography--- Optional

Attachment #6, Letters of Support--- Optional

Attachment #7, Resumes of key decision makers --- Optional

Attachment #8, Resumes of key artists --- Optional

Attachment #9, Documentation (see program guidelines)

Attachment #10, Forms for Capital Improvement Applicants only.

Attachment #11, Assurances/ Checklist/Application Fee

Attachment #1 — Proposal Narrative

Narrative must be typed single spaced.

Do not use point type size smaller than 12 point, be sure to leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points.

Submit narrative pages as needed and label as Attachment #1 - Proposal Narrative.

Number each page in the upper right corner. Be sure to include the name of the organization on each page.

Attachment #2 — Project Budget Itemization

Each revenue and expense budget figure from Section 5, Projected Budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C." **Please note that in your itemization, MCACA is requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

IMPORTANT NOTICE

Numbers of copies of attachments and documentation

Based on the year-to-year needs of MCACA, the numbers of required copies of attachments and documentation change. For FY 2009 applications to the Regional Regranting Program, MCACA needs:

1 copy of each attachment in an envelope labeled "Original"

1 copy of documentation in an envelope labeled "Documentation."

The two required envelopes should be placed into a single package.

Application Form Instructions

Attachment #3 — Organizational History

Attachment #4 — List of Governing Board Members

Attachment #5 — Project Director's Resume or Bio

Attachment #6—Letters of Support

Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support. You may submit as many as 10 letters of support, but no fewer than three.

Attachment #7— Resume(s) or Bio(s) of Key Personnel

Provide current resumes of the program's key personnel, including, but not limited to, program directors, managers, participating artists, curators, cultural professionals etc. Include a list of your organization's governing board members.

Attachment #8 — Resume(s) or Bio(s) of Key Artists

Attachment #9 — Documentation

- 1) Provide concise but representative sample of materials, to acquaint panelists with your organization and its programs (i.e. long-range plan, marketing plan, promotional materials, pamphlets, brochures, annual reports, programs, catalogues, newsletters, etc.).
- 2) Provide program-specific documentation. (i.e. exhibit blueprints or story-line, interpretive outline, or project implementation plan).

Attachments / Checklist / Assurances / Fee

The Attachments, Checklist and Assurances pages and application fee must be submitted with your documentation. The checklist will help ensure the applicant and MCACA that all necessary sections of the grant application have been completed.

Mailing Instructions

Applications are to be submitted on-line by June 1, 2008. Attachments and Documentation that are to be mailed must be postmarked by June 1, 2008, for projects beginning on or after October 1, 2008. **Hand delivered documentation must be received in the MCACA office by 4:00 p.m. on Friday, May 30 2008.**

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

Documentation must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand-delivered documentation must be dated and documented received by Council staff on or before the deadline. Late or significantly incomplete applications will not be accepted or reviewed. Metered mail will not be accepted as proof of meeting deadlines.

Faxed applications are unacceptable.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Send application package to:

**Grant Application, ATTN. Regional Regranting
Michigan Council for Arts and Cultural Affairs
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206**

Budget Definitions

Activity

Refers to the specific project or range of operations funded by MCACA.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated to this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

Non-employee Artistic Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Application Form Instructions / Budget Definitions

Non-employee, Other Fees and Services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State Support Not From Council

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc.*

NOTE: MCACA Minigrants and Touring grants cannot be included in this activity.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount.

ATTACHMENT #2, Page 1 "Your" Arts Organization Inc.

REVENUE

(p = projected) (c = confirmed)

Line 1 Admissions

Ticket sales

4 performances x 750 x \$5 per ticket \$15,000 p **\$15,000**

Line 2 Contracted services

7 school workshops - 7 x \$150 ea \$1,050 c

2 school performances - 2 x \$350 ea \$700 c
\$1,750 c **\$1,750**

Line 3 Other / Memberships

400 x \$15 per membership \$6,000

80 x \$25 per membership \$2,000
\$8,000 c **\$8,000**

Line 5 Corporate Support

The Alexander Corporation \$2,000 p

15 businesses @ \$250 \$3,750 p

4 businesses @ \$1,000 \$4,000 p
\$9,750 p **\$9,750**

Line 7 Other Private Support

Millionaire Raffle \$7,000 p

Charities of Our Town \$3,000 p
\$10,000 p **\$10,000**

Line 16 Council request

\$11,000 **\$11,000**

Line 17 Total Cash Revenue

\$55,500 **\$55,000** ***\$55,500**

(*Note: This amount should equal the amount on line 32 of the budget form.)

EXPENSES - IN-KIND

Line 21 Administrative Employees:

Executive Director - 5% of salary \$1,250 **\$1,250**

Line 25 Other fees/services (non-employee)

7 school teachers - 7% of salary

7 x \$2,450 = \$17,150 **\$17,150**

Line 26 Space Rental

Allante Elementary Auditorium

2 performances - 2 x \$800 = \$1,600 **\$1,600**

Line 33 Total In-Kind Expenses

\$20,000 **\$20,000** ***\$20,000**

(*Note: This amount should equal the amount on line 18 of the budget form.)

Application Form Instructions / Sample Itemization

ATTACHMENT #2, Page 2
"Your" Arts Organization

EXPENSES - CASH	<u>MCACA</u>	<u>Cash Expenses</u>	<u>TOTALS</u>
Line 21 Administrative Employees			
Executive Director - 20% of salary	\$1,500	\$5,000	<u>\$ 5,000</u>
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$,5000	\$22,200	
2 performances -2 x \$1,300	<u>\$1,300</u>	<u>\$2,600</u>	
		\$24,800	<u>\$24,800</u>
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	\$400	\$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	\$200	\$200	
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400	\$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$500	\$1,600	
The Mozart Symphony			
4 performances - 2 x \$2,500	<u>\$1,700</u>	<u>\$10,000</u>	
		\$12,600	<u>\$12,600</u>
Line 26 Space rental			
Hicks theater			
4 performance - 4 x \$1,050		\$4,200	<u>\$ 4,200</u>
Line 28 Marketing			
Newspaper Ads			
4 x \$180		\$720	
5 x \$200		\$1,000	
2 x \$780		\$1,560	
Posters			
50 x \$13		<u>\$ 650</u>	
		\$3,930	<u>\$3,930</u>
Line 29 Other Expenses			
Ticket Agent		\$500	
School materials			
Dance Dream booklets - 245 x \$3		\$735	
Teacher guide booklets - 7 x \$5		\$35	
Royalties		\$2,450	
Millionaire raffle		\$1,000	
Corporate fundraising solicitation		<u>\$250</u>	
		\$4,970	<u>\$4,970</u>
Line 32 Total Cash Expenses		<u>\$55,500</u>	<u>*\$55,500</u>
(*Note: This number should equal the amount reported on line 17 of the budget form.)			

***NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.